

University of Galway Marketing & Comms

Guide for filming and TV production requests

The University gets regular requests for access to campus for filming by production companies, news media, producers and TV stations, but also from our own academics and researchers.

If filming on campus for TV and/or other broadcast, please credit “University of Galway” or for Irish language productions “Ollscoil na Gaillimhe”.

The following is a brief guide to securing approval for filming which we hope will make the process faster and a little more seamless.

1. When making the initial request via pressoffice@universityofgalway.ie please include details of the production company, film crew, the TV programme the filming is for and the plans for broadcast, if available.
2. Please make sure full contact details for the production company are included.
3. A production company must provide documents confirming their insurance cover and level of indemnity at the earliest opportunity. This must cover all aspects of filming, including drone use, for which full policy documents are normally required.
4. A filming schedule should be provided following the initial approvals, including known locations where filming is due to take place, and when.
5. UMT approval can then be sought for filming in the Quad. All other initial approvals can be secured through the Marketing and Communications Unit.
6. Marketing and Communications should also determine whether a risk assessment is required.
7. Please consider if space needs to be booked. If so, please consult the Marketing and Communications Unit and they can advise on how to request a booking.
8. Marketing and Communications can also request reserved parking spaces for the film/production crew.

Ends